


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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James D. Montgomery
Merit Board Chair
Jeff Brownfield
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Lucinda M. Neitzel 
Assistant Director, Classification, Examination and Compensation

SUBJECT: Final Status Notice for Accounting Associate

DATE: July 25, 2016

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification:

Accounting Associate

Class is currently used by: CSU, EIU, GSU, ISU, ISAC, NEIU, NIU, SIUC, SIUE, SIUSMS, UI-CH, UIC, UI-INRS, UIUC

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
5000 Accounting Associate	REVISE	5000 Accounting Associate	None	01/ Professional	000/ Special Group	09/01/16

Voiding/Deleting Registers

The employment registers for the Accounting Associate should be voided at the close of business on Wednesday, August 31, 2016. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Accounting Associate classification (Credentials Assessment) will be effective (available per E-Test) September 1, 2016. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Cindy Neitzel at (217) 278-3150 Ext. 236 or at cindyn@sucss.illinois.gov.